



CITY OF LAS VEGAS

DEPARTMENT OF HUMAN RESOURCES
Delivering Talent for the Future

**HUMAN RESOURCES MANAGER
(Benefits, Risk, Safety/Liability)
OPEN (Job Code 121089110)**

CAREER OPPORTUNITY
This Executive position is not covered under a collective
bargaining agreement

OPENING DATE: Thursday, November 15, 2012 at 7 a.m.

FILING DEADLINE EXTENDED: Thursday, December 6, 2012 at 4:30 p.m.

Annual Starting Salary Range: \$86,315 to \$104,656

ABOUT THE POSITION

Manage all aspects of employee benefit programs (group health, wellness, etc.) as well as risk/liability, safety, and workers compensation including: planning, development, implementation, administration, and coordination of program policies and procedures; provide highly responsible and complex administrative support to the Director of Human Resources. Complete job description can be viewed at <http://www3.lasvegasnevada.gov/hr/jobdescriptions/default.aspx>

DUTIES AND RESPONSIBILITIES

- Plan and recommend future benefit programs, strategy and plan revisions that meet the changing needs of the City as well as attracting, retaining and motivating talent.
- Manage vendor relationships to ensure quality of service, performance goals and contractual obligations are achieved.
- Monitor regulatory changes and trends; recommend and implement program modifications to ensure compliance.
- Develop and implement effective communication strategies to facilitate highest utilization of programs and services offered
- Estimate and analyze components that comprise annual benefits budget and develop cost benefit analysis.
- Integrate shared service model within Human Resource disciplines.

MINIMUM REQUIREMENTS

Minimum requirements must be met at the time of application filing. Attach a copy of any required license(s), certificate(s) and/or degree to your application. For a college or university degree earned outside of the United States, attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

- Equivalent to a Bachelor's Degree from an accredited college or university with major in human resource management, public administration, business administration or a related field.
- Minimum of four years increasingly responsible risk management and benefits administration experience including minimum of two years supervisory responsibility.
- Possession of following certification(s) desirable:
 - Professional in Human Resources (PHR)
 - Senior Professional in Human Resources (SPHR)
 - International Public Management Association (IPMA-CP)
 - International Public Management Association (IPMA-CS)

REQUIRED DOCUMENTS/ASSESSMENT INFORMATION

- Completed employment application. (PDF download from www.lasvegasnevada.gov. Submit completed applications via fax to (702)385-1259 or in person to the Human Resources Department, City Hall, 1st Floor, 495 S. Main Street, 7:00 AM to 4:30 PM. **Incomplete, outdated, undated or unsigned applications will not be processed**)
- Completed supplemental questionnaire. (Attachment to Job Announcement)
- Cover letter and resume.

SELECTION PROCESS

The selection process will begin with an employment application package screening, with the best qualified candidates being invited to participate further in the assessment process. This process may include any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills and abilities.

Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through Recruitment & Employment Services at (702) 229-6315.

Appointment is subject to successful completion of background investigation including but not limited to criminal history, drug screening, education/employment verification.

Applicants will be notified via email of their application status and assessment dates/times/locations.

BENEFITS

- City paid employee **medical, dental and vision** premium; 50% City paid dependent premium.
- **State of Nevada Public Employees Retirement System (PERS)**, www.nvpers.org.
- **No social security tax** on employee wages.
- **Annual Leave** accrual 3.69 hours per pay period year 1; 5.85 hours per pay period year 2-5; 7.08 hours per pay period year 6-10; annual cap of 250 hours.
- **Sick Leave** accrual 4 hours per pay period; annual cap of 480 hours; no pay-out at separation.
- **Four day work week.**
- **Executive benefit allowance.**
- **Short term and long term disability coverage.**
- **Basic life insurance \$50,000;** City paid premium.
- **OPTIONAL: Deferred Compensation Plan** with City match of up to \$4,000 annually (five year eligibility period); **Section 125 Cafeteria Plan, Education Assistance, Supplemental Voluntary Life.**

*******COMPLETE ATTACHED SUPPLEMENTAL ASSESSMENT*******

HUMAN RESOURCES MANAGER (Job Code 121089110)
SUPPLEMENTAL QUESTIONNAIRE

1. The information you provide in this supplemental questionnaire will assist in determining how your knowledge, education, and work experience (subject to verification) compare to the job requirements. It will also assist in determining the most qualified candidates invited to participate in the remaining steps of the recruitment and selection process. **Falsification of any information on this questionnaire will be grounds for immediate disqualification for consideration and/or termination from employment.**

Please check YES to confirm that you have read and understand this statement.

☐ YES ☐ NO

2. Do you have a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification?
☐ YES IF YES, PLEASE SPECIFY PHR or SPHR
☐ NO
3. Do you have aN International Public Management Association (IPMA-CP) or International Public Management Association (IPMA-CS) certification?
☐ YES IF YES, PLEASE SPECIFY IPMA-CP or IPMA-CS
☐ NO
4. Describe briefly your professional experience with planning and recommending benefit programs that met the changing needs of your employer/organization (i.e., economy, restructuring, etc.) as well as attracting, retaining and motivating its workforce.
5. Describe briefly your professional experience with developing and implementing effective communication strategies to facilitate high utilization of benefit programs and services.
6. Describe briefly your professional experience with managing risk, safety, liability programs and operations.
7. Describe briefly your overall philosophy on leadership.
8. Describe briefly your greatest professional achievement.